

**DEPARTMENT OF SOCIAL SERVICES**

744 P STREET, SACRAMENTO, CALIFORNIA 95814



April 18, 2000

ALL-COUNTY INFORMATION NOTICE NO. I-38-00

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKS CHILD CARE  
COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: RELEASE OF CALWORKS STAGE THREE SET-ASIDE  
AUGMENTATION AND STAGE TWO INTERIM RESERVE  
ALLOCATIONS FOR FISCAL YEAR 1999-2000

REFERENCE: CALIFORNIA DEPARTMENT OF EDUCATION  
MANAGEMENT BULLETINS 00-04 and 00-04A and  
STAGE 2 CONTRACT AUGMENTATION LETTER

The purpose of this All-County Information Notice is to provide counties with copies of the California Department of Education (CDE) Management Bulletins No. 00-04 and 00-04a and a letter from the CDE Fiscal and Administrative Services Division.

The Management Bulletins contain information on the Stage Three Set-Aside contract augmentations and required reports. The augmentation letter provides information about recent Stage Two interim reserve allocations.

Questions regarding this material may be directed to the California Department of Social Services Child Care Programs Bureau at (916) 657-2144.

***Original signed by Jo Weber on 4-24-00***

JO WEBER, Chief  
Work Services and Demonstration Projects Branch

Attachments



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

**Main Office Number: (916) 322-6233**

<b>Subject: 1999-2000 Allocations for CalWORKs Stage 3 Set-Aside Augmentation</b>	No.: 00-04 (mb)
Authority: 1999 Budget Act (Chapter 50, Statutes of 1999)	Date: February 2000
	Expires: June 30, 2000

**ATTENTION: ALTERNATIVE PAYMENT CONTRACTORS**

**PURPOSE**

This Management Bulletin is to inform Alternative Payment Programs (APPs) of the augmentation to their Fiscal Year (FY) 1999-2000 CalWORKs Stage 3 Set-Aside contracts (see Attachment A). The State has approved an additional \$6.77 million in Stage 3 funding for families who will exhaust their 24-month period of eligibility for Stage 1 and/or Stage 2 child care services in the current fiscal year. This bulletin explains the rationale for the allocations and provides additional information regarding the use of these funds through the remainder of this fiscal year. We recognize that because of the difficulty of accurately projecting the numbers of timing out children, agencies may still not be allocated enough funds to carry the cost of these children through June 30, 2000. This bulletin also provides agencies the opportunity to request additional funds for Stage 3 Set-Aside if needed.

**The information in this bulletin supercedes the instructions provided in Management Bulletin 99-15 (issued November 1999) for terminating families for lack of funds.**

**BACKGROUND**

The FY 1999-2000 Budget Act, as signed by the Governor, appropriated funds for CalWORKs Stage 3 Set-Aside child care programs. APPs completed caseload and cost surveys for the CalWORKs stages in June 1999 and again in November 1999. Both surveys indicated that the need for Stage 3 Set-Aside funds to cover all families timing out would exceed the amount budgeted. Considering the documented need for additional funds, the Governor's Office and the Legislature have approved a budget revision for \$6.77 million to augment Stage 3 Set-Aside funding. Since the Stage 3 Set-Aside caseload has been extraordinarily difficult for agencies and the State to project, the Governor's Office also indicated that funds in addition to this \$6.77 million augmentation could be requested if individual agencies could document their additional need.

(over)

## **ADDITIONAL ALLOCATION AMOUNTS**

Attachment A lists the additional Stage 3 Set-Aside augmentation. This augmentation is based on each agency's response to the November CalWORKs Survey 4 for children timing out of Stage 1 and/or 2. In December 1999, agencies were allocated \$20.6 million, the total amount budgeted at that time, which met approximately 78 percent of each agency's need identified by the survey. This present allocation will bring each agency up to 100 percent of the need identified by the November survey. Since the fund source of this augmentation is from federal funds, agencies will receive an amendment to their current F3AP contract. The amendments for this augmentation are already being prepared and mailed to APPs.

If your circumstances have changed and you feel you will still run out of funding for timing out families prior to June 30, then you should complete Attachment C, the Stage 3 Set-Aside Funding Analysis Survey.

## **INSTRUCTIONS FOR COMPLETING THE ATTACHMENTS**

### **Attachment B - Augmentation Response Form**

**All agencies must complete and return the Stage 3 Set-Aside Augmentation Response Form by Friday, March 10.** On this form, you must indicate whether you need the current augmentation as listed on Attachment A, and whether you will be submitting a request for an additional allocation to meet the needs of children through June 30, 2000. If a response is not received, CDE will assume that you do not need an additional augmentation. This form should be submitted to the Child Development Fiscal Services Office via FAX at (916) 322-6050.

### **Attachment C - Funding Analysis Survey**

**Only those agencies requesting an allocation in addition to the augmentation** listed in Attachment A of this Management Bulletin should complete this form. Such agencies have until Friday, March 17, to complete the Stage 3 Set-Aside Funding Analysis Survey (Attachment C). This information will be used to determine the statewide need for additional funds which must be authorized by the Department of Finance. This request will go forward as soon as the data are returned to us so that the funds will be available as quickly as possible.

Agencies will need to determine, based on the agency's cost per child month of care including administrative costs, when they will exhaust Stage 3 Set-Aside funds and the amount of additional funds that will be needed to serve all timing out families through June 30, 2000. This form should also be submitted to the Child Development Fiscal Services Office at the address shown on the form or FAX it to (916) 322-6050.

## **POLICY**

The augmentations listed in Attachment A, and possible subsequent augmentations, are intended to provide funding only for families timing off their 2-year eligibility period for Stage 1 and/or Stage 2 child care programs. These funds may not be used to fund over-enrollment in the base Stage 3 Set-Aside program (i.e., your original F3AP contract).

The State has committed to funding child care services for all families timing out in the current year. Therefore, APPs should not terminate families. This information supercedes Management Bulletin 99-15 (issued November 1999).

Questions regarding this Management Bulletin may be directed to Mike Fuller at (916) 322-6248 or Nancy Remley at (916) 323-1329 in the Child Development Division.

***Original signed by Maria Balakshin  
February 2000***

---

Maria Balakshin, Director  
Child Development Division

***Original signed by Kathy B. Lewis  
February 2000***

---

Kathy B. Lewis, Deputy Superintendent  
Child, Youth and Family Services Branch

Attachments:

~~Attachment A - CalWORKs Stage 3 Set Aside Augmentations~~ **Please refer to the following Management Bulletin No. 00-04a for the correct allocation amounts.**

Attachment B - Augmentation Response Form  
Attachment C - Funding Analysis Survey

**Attachment B**

**CalWORKs Stage 3 Set-Aside**

**AUGMENTATION RESPONSE FORM**

In order for a CalWORKs Alternative Payment Program contractor to receive the augmentation listed in Attachment A, **this form must be submitted to CDE at the address below by March 10, 2000.** If a contractor does not respond, CDE will assume that the agency does not need the proposed augmentation, and the funding will be reallocated to other agencies needing additional funds. Agencies must check one of the boxes below.

- ☐ With the augmentation to our existing Stage 3 Set-Aside contract as listed in Attachment A, our funds are now adequate to meet our Stage 3 Set-Aside needs through June 30, 2000.
- ☐ We need the augmentation listed in Attachment A and will also need additional funding to meet Stage 3 Set-Aside needs through June 30, 2000. By March 17, 2000, we will fax a completed Funding Analysis Survey form (Attachment C) documenting our need.
- ☐ We do not need the funding augmentation listed in Attachment A for Stage 3 Set-Aside. Current funding in our Stage 3 contracts will be sufficient to serve families through June 30, 2000.

\_\_\_\_\_  
Signature of Agency Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
County Code

**FAX to:**  
Child Development Fiscal Services  
560 J Street, Suite 150  
Sacramento, CA 95814

**(916) 322-6050**

## Attachment C

### CalWORKs Stage 3 Set-Aside

#### Funding Analysis Survey

This information is to be completed only if the CalWORKs Stage 3 Set-Aside contractor is requesting an augmentation in addition to the amount indicated in Attachment A order to meet caseload funding needs through June 30, 2000. **If completed, this survey is due March 17, 2000.**

Actual data from July 1999 through January 2000 must be provided. Estimates of this information will not be accepted. Do not count any child or provider cost twice. Be sure that any child/provider cost is included in only one of the categories below so that the agency's cost is not overstated.

Estimated information for February 2000 through June 2000 must be as accurate as possible. Artificially inflated data will only harm the credibility of an agency and cause problems if funds are not used. It will also make future requests by CDE for funding augmentations extremely difficult.

#### **A. Estimated costs for Stage 3 Set-Aside Contracts (G3TO and F3AP) through June 30, 2000.**

Enter costs for these contracts through the indicated dates. Include costs of children who were enrolled during this time period but who have left the program.

1. Cost of provider payments paid out through 1-31-00. (Checks actually cut 7-1-99 through 1-31-00 for services provided after July 1, 1999; do not include checks cut after this date.)	\$ _____
2. Estimated additional provider payments for care provided 7-1-99 through 1-31-00. (Include any checks cut after 1-31-00 and provider payments expected to be made for services provided after July 1, 1999.)	\$ _____
3. Estimated provider payments for children in care from 2-1-00 through 6-30-00.	\$ _____
4. Total estimated provider payments for 1999-2000 (Add items 1 + 2 + 3).	\$ _____
5. Administration and support costs (cannot exceed item 4 x 25 per cent; or 20 per cent of MRA)	\$ _____
6. Total estimated costs for serving children in G3TO/F3AP contracts (Add items 4 + 5)	\$ _____

The above costs and payments are based on the agency average monthly cost per child of \$\_\_\_\_\_ (excluding administrative and support costs).

**B. Stage 3 Set-Aside Contract Funds Available**

1. G3TO MRA	\$ _____
2. F3AP MRA (include augmentations)	\$ _____
3. Total Contracts (add B1.+ B2.)	\$ _____

**C. Net Stage 3 Set-Aside Funds**

Subtract: A.6. – B.3 .....\$ \_\_\_\_\_

If the amount for C. above is negative, no additional augmentation is needed.

If the amount for C. above is positive, this survey constitutes a request for an additional augmentation for Stage 3 Set-Aside costs in the amount indicated.

**D. Children Timing Out**

Indicate the total number of children who will "time out" (exhaust their 24-month period of eligibility) each month from Stage 1 and/or Stage 2 child care programs. This information will be used to verify current year statewide budget estimates and update estimates for fiscal year 2000-2001.

**FY 1999/2000**

January 2000 \_\_\_\_\_

February 2000 \_\_\_\_\_

March 2000 \_\_\_\_\_

April 2000 \_\_\_\_\_

May 2000 \_\_\_\_\_

June 2000 \_\_\_\_\_

**E. Certification of Caseload Information**

I certify that the caseload and cost information provided reflects actual data for July through January and that the estimates provided for February through June are the most accurate and conservative we are able to make.

\_\_\_\_\_  
Signature of the Agency Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of a Representative from  
the County Welfare Department

\_\_\_\_\_  
Date

(No request for additional funds will be considered unless the County Welfare Department has verified this information.)

**FAX to:**  
Child Development Fiscal Services  
560 J Street, Suite 150  
Sacramento, CA 95814

**(916) 322-6050**





California Department of Education – Child, Youth and Family Services Branch

## Child Development Division

## MANAGEMENT BULLETIN

Main Office Number: (916) 322-6233

Subject: 1999-2000 Allocations for CalWORKs Stage 3 Set-Aside Augmentation	No.: 00-04a (mb)
Authority: 1999 Budget Act (Chapter 50, Statutes of 1999)	Date: March 2000
	Expires: June 30, 2000

### ATTENTION: ALTERNATIVE PAYMENT PROGRAM CONTRACTORS

#### PURPOSE

This Management Bulletin is to inform you of a technical error in Management Bulletin (MB) 00-04 mailed on March 2, 2000. Attachment A of MB 00-04, *CalWORKs Stage 3 Set-Aside Augmentations*, was inadvertently recalculated just prior to publication. The corrected allocation listing is attached here.

Please note that at the same time the management bulletin was issued, contract amendments (F3AP) for these allocations were also mailed. The contract amendment amounts are correct and correspond to the amounts listed in the revised Attachment A that is attached to this management bulletin.

We regret any inconvenience this error may have caused. Questions regarding this Management Bulletin may be directed to Mike Fuller at (916) 322-6248 or Nancy Remley at (916) 323-1329 in the Child Development Division.

***Original signed by Maria Balakshin  
March 2000***

***Original signed by Kathy B. Lewis  
March 2000***

---

Maria Balakshin, Director  
Child Development Division

---

Kathy B. Lewis, Deputy Superintendent  
Child, Youth and Family Services Branch

Attachment:

Attachment A - CalWORKs Stage 3 Set-Aside Augmentations (Revised 3/10/00)

Attachment A

**CalWORKs Stage 3 Set-Aside Augmentations**

County ID	County Name	Agency ID	Agency	Augmentation Amount
01	Alameda	B325	BANANAS, INC	\$161,921
01	Alameda	E064	BERKELEY-ALBANY LIC FAMILY DC	5,703
01	Alameda	B371	CHILD, FAMILY & COMM SVCS INC.	37,071
01	Alameda	U243	DAVIS STREET COMM CNTR INC THE	48,477
01	Alameda	B591	OAKLAND LICENSED DAY CARE ASSN	32,731
01	Alameda	B388	RESOURCES FOR FAMILY DEV.	28,268
03	Amador	X675	HUMAN RESOURCES COUNCIL INC.	198
04	Butte	N852	VALLEY OAK CHILDREN'S SERV.	7,566
05	Calaveras	X675	HUMAN RESOURCES COUNCIL INC.	279
06	Colusa	1006	COLUSA CO OFFICE OF EDUCATION	5,840
07	Contra Costa	H860	CONTRA COSTA CHILD CARE CNCL	223,165
07	Contra Costa	L358	CONTRA COSTA CO SOC SERV DEPT	3,784
07	Contra Costa	A982	PRIVATE NURSERY SCHOOL ASSN	113,737
08	Del Norte	X707	DEL NORTE CHILD CARE COUNCIL	68
09	El Dorado	B655	CONTINUING DEVELOPMENT INC	9,008
10	Fresno	X710	FRESNO CO DEPT OF SOCIAL SVCS	103,910
10	Fresno	A982	PRIVATE NURSERY SCHOOL ASSN	27,892
10	Fresno	J162	SUPPORTIVE SERVICES INC.	87,931
11	Glenn	1011	GLENN CO OFFICE OF EDUCATION	3,469
12	Humboldt	B205	HUMBOLDT CHILD CARE COUNCIL	5,060
13	Imperial	1013	IMPERIAL CO SUPT OF SCHOOLS	4,931
14	Inyo	1014	INYO CO SUPT OF SCHOOLS	607
14	Inyo	N230	INYO-MONO ADVOCATES FOR COMMUN	1,213
15	Kern	1015	KERN COUNTY SUPT OF SCHOOLS	63,604
17	Lake	B514	NORTH COAST OPPORTUNITIES INC	3,054
18	Lassen	B457	COMMUNITY HOUSING SERVICES	222
18	Lassen	1018	LASSEN CO OFFICE OF EDUCATION	2,557
19	Los Angeles	Y628	CHILD AND FAMILY SERVICES	179,811
19	Los Angeles	G088	CHILD CARE INFORMATION SERVICE	99,025
19	Los Angeles	G090	CHILD CARE RES CT SAN FERNANDO	307,401
19	Los Angeles	N616	CHILDREN'S HOME SOCIETY OF CAL	217,695
19	Los Angeles	Y908	CONNECTIONS FOR CHILDREN	158,891
19	Los Angeles	B749	CRYSTAL STAIRS	1,667,428
19	Los Angeles	B454	EQUIPOISE, INC.	188,683
19	Los Angeles	B763	MEXICAN AMER OPP FOUNDATION	179,335
19	Los Angeles	J852	OPTIONS-A CC & HUMAN SERV AGCY	0
19	Los Angeles	6490	POMONA UNIFIED SCHOOL DISTRICT	117,565
20	Madera	B457	COMMUNITY HOUSING SERVICES	1,414
20	Madera	A982	PRIVATE NURSERY SCHOOL ASSN	4,713
21	Marin	F228	MARIN CHILD CARE COUNCIL	46,251
22	Mariposa	N235	INFANT/CHILD ENRICHMENT SRVCS	1,257
23	Mendocino	B514	NORTH COAST OPPORTUNITIES INC	14,053
24	Merced	N608	CHILDREN'S SVCS NETWORK	3,273
27	Monterey	B518	CHILDREN'S SERVICES INTERNAT'L	51,737
28	Napa	B524	COMMUNITY RESOURCES FR CHILDRN	33,899
29	Nevada	H910	SIERRA NEVADA CHILDREN'S SVCS.	9,355
30	Orange	N616	CHILDREN'S HOME SOCIETY OF CAL	204,068
30	Orange	1030	ORANGE CO SUPT OF SCHOOLS	51,900
31	Placer	1031	PLACER CO SUPT OF SCHOOLS	21,868
33	Riverside	1033	RIVERSIDE COUNTY OFFICE OF ED	389,457

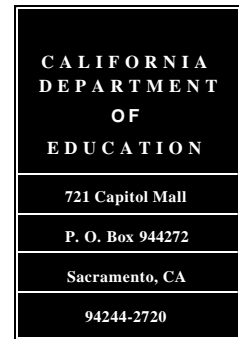
Attachment A

**CalWORKs Stage 3 Set-Aside Augmentations**

County ID	County Name	Agency ID	Agency	Augmentation Amount
34	Sacramento	J388	CHILD ACTION INC.	242,379
35	San Benito	B649	GROWTH AND OPPORTUNITY, INC	7,020
36	San Bernardino	6490	POMONA UNIFIED SCHOOL DISTRICT	4,325
36	San Bernadine	H285	SAN BERNARDINO CO T.A.D.	152,066
37	San Diego	T007	CHILD DEVELOPMENT ASSOCIATES	91,838
37	San Diego	H796	SAN DIEGO CO DEPT OF SOC SVCS	280,768
37	San Diego	H945	YMCA OF SAN DIEGO COUNTY	28,236
38	San Francisco	B610	CHILDREN'S COUNCIL OF SF	55,662
38	San Francisco	X694	SAN FRANCISCO CO WELFARE DEPT	103,139
39	San Joaquin	B620	STOCKTON METROPOLITAN MINISTRY	29,620
40	San Luis Obispo	B621	ECONOMIC OPP COMM-SAN LUIS O	14,607
41	San Mateo	M232	CHILD CARE COORD COUNCIL INC	242,768
41	San Mateo	A982	PRIVATE NURSERY SCHOOL ASSN	11,971
42	Santa Barbara	1042	SANTA BARBARA CO SUPT OF SCHS	19,397
42	Santa Barbara	B845	SANTA BARBARA FAMILY CARE CTR	13,238
43	Santa Clara	X358	CHILD DEVELOPMENT INC	153,583
43	Santa Clara	B663	COMM COOR CC CNCL OF SANTA CLARA CO	904,510
43	Santa Clara	A982	PRIVATE NURSERY SCHOOL ASSN	92,170
44	Santa Cruz	K445	SANTA CRUZ CO HUMAN RES AGENCY	5,477
44	Santa Cruz	K444	SANTA CRUZ CO PARENTS ASSN INC	55,344
45	Shasta	1045	SHASTA CO OFFICE OF EDUCATION	38,648
46	Sierra	H910	SIERRA NEVADA CHILDREN'S SVCS.	235
47	Siskiyou	J803	SISKIYOU CHILD CARE COUNCIL	776
48	Solano	B689	SOLANO FAMILY & CHILDRENS CNCL	78,470
49	Sonoma	B822	COMM C C CNCL OF SONOMA CO INC	129,255
49	Sonoma	A982	PRIVATE NURSERY SCHOOL ASSN	12,492
49	Sonoma	B883	RIVER CHILD CARE SERVICES	12,747
50	Stanislaus	K283	STANISLAUS CO WELFARE DEPT	11,393
51	Sutter	N616	CHILDREN'S HOME SOCIETY OF CAL	2,787
54	Tulare	1054	TULARE CO OFFICE OF EDUCATION	2,800
56	Ventura	B715	CHILD DEV RES OF VENTURA CO	71,104
56	Ventura	N616	CHILDREN'S HOME SOCIETY OF CAL	13,153
57	Yolo	L173	CITY OF DAVIS	20,437
58	Yuba	N616	CHILDREN'S HOME SOCIETY OF CAL	4,687



DELAINE EASTIN  
State Superintendent of Public Instruction



February 7, 2000

TO: Child Care and Development Agencies  
with Stage 2 Contracts

FROM: Gary Garnas, Director  
Fiscal and Administrative Services Division

SUBJECT: STAGE 2 CONTRACT AUGMENTATION

This is to serve as your notification that we will be making an interim allocation for Stage 2 children and that your agency's contract will be amended accordingly. Department of Education (CDE) staff has worked very closely with the Department of Finance (DOF) to secure additional funds to continue to serve the Stage 2 children this year. Finance staff have agreed to allocate funds from the child care reserve based on survey data collected pursuant to Management Bulletin 99-06. Contract amendments will be issued within the next several days based on the attached schedule (column 4). The amount represents approximately fifty percent of the difference between your survey estimates of the number of children that you will be serving this year (column 2) and the amount of your current Stage 2 contracts (column 1).

Please note that not all of you will be receiving an interim allocation. If your agency is not listed on the schedule it is because we estimate that the amount of your current Stage 2 contracts exceeds your need for the year. If you believe that our estimate is in error, please contact your fiscal analyst in the Child Development Fiscal Services Office to discuss the information that will be needed to obtain an augmentation. However, if there is a legitimate over allocation of dollars, your contracts will be reduced to your expected service level, and the savings will be redistributed to other contractors.

For agencies receiving an augmentation, we recognize that these interim allocations are not sufficient to serve all of your Stage 2 children through the end of the year. DOF staff is requiring that CDE complete its review of the contractors with over allocations and validate our projections before requesting additional augmentations from the child care reserve. As a first step in the validation process, we are requiring that you complete the attached Stage 2 Augmentation Response Form (green form) so that we may process your contract amendment. **The form is self-explanatory and must be returned by Friday, February 11, 2000.** Otherwise, we will assume that you do not need the interim allocation and will redirect it to another agency.

Also attached is a Stage 2 Funding Analysis Survey (beige form) that must be completed if you believe that a second augmentation will be required to meet your Stage 2 needs this year. The information that you provide on this form will be compiled and used as the basis for our final request to the DOF for supplemental funding from the child care reserve. **This form must be signed by a representative from your county welfare department and returned by February 18, 2000** to be included in our augmentation request. Please be conservative with your estimates. There is only a limited amount of funding available this year for Stage 2, and it is critical that the funds be allocated accurately to serve as many children as possible. DOF staff will be reviewing our methodology very closely, and if there are material over allocations, it will make it much more difficult to secure reserve funding in future years.

Mail the completed forms to:

**Department of Education  
Child Development/Child Nutrition Fiscal Services  
560 J Street Room 150  
Sacramento, CA 95814**

As a final item, when you receive your contract amendment, you will notice that the funding terms and conditions have been amended to include monthly caseload and cost reports. It is not our intent to burden you with additional paperwork. However, the caseload and cost data are needed to verify that the agency allocations are appropriate and that the estimates from the funding analysis surveys are accurate. Additionally, we are looking at ways to streamline the CalWORKs contracting and reimbursement process next year, and reporting of caseload and expenditures will be a critical component. Once your Stage 2 amendments have been signed and returned, payments will be issued as quickly as possible.

In closing, we know that this has been a very difficult year for you. The Governor's veto, the many surveys and information requests, and the uncertainties of allocations have all consumed a great deal of time and effort. We appreciate your patience in working with us to secure the necessary CalWORKs funding.

If you have any questions regarding your Stage 2 allocations, please contact your fiscal analyst in the Child Development Fiscal Services Office.

**Please Note: The attachment referred to above, containing the Stage 2 allocation amounts is not available. If you have any questions about the individual allocation amounts, please contact the Child Development Fiscal Services Office at (916) 322-5092.**

**CalWORKs**  
**STAGE 2 AUGMENTATION RESPONSE FORM**

In order for any CalWORKs Stage 2 Alternative Payment contractor to receive an augmentation to their Stage 2 contract from the CalWORKs Child Care Reserve, this form must be completed by February 10, 2000. If a contractor does not respond, CDE will assume that the agency does not need the proposed augmentation, and the funding will be reallocated to other agencies needing additional funds. Agencies must check one of the boxes below.

- ☐ The amount of augmentation to existing Stage 2 contracts is now adequate to meet our Stage 2 needs through June 30, 2000. We will not have excess funds on June 30, 2000 by accepting the augmentation.
- ☐ We need part of the augmentation to meet Stage 2 needs through June 30, 2000 but not all the funds. The amount needed is \$ \_\_\_\_\_.
- ☐ We need the augmentation and will need additional funding to meet Stage 2 needs through June 30, 2000. Within five (5) working days we will fax a completed Stage 2 Funding Analysis Survey form documenting our need.
- ☐ We do not need the funding augmentation for Stage 2. Current funding in our Stage 2 and Stage 2 Interim contract is sufficient through June 30, 2000.
- ☐ We will not fully spend the funds we now have in our Stage 2 (F2AP/G2AP) and annualized Stage 2 Interim (F2I6) contract. Our excess amount is \$\_\_\_\_\_.

---

Signature of agency administrator

---

Date

---

Typed/printed name

---

Title

---

Agency name

---

Telephone number

Mail to: Child Development Fiscal Services  
560 J Street, Suite 150  
Sacramento, CA 95814

**FAX Number: (916) 322-6050**

## STAGE 2 FUNDING ANALYSIS SURVEY

This information is to be completed if the CalWORKs Stage 2 contractor requires an additional augmentation in order to meet caseload funding needs through June 30, 2000.

If additional funding is not required above that in Stage 2 (F2AP/G2AP) and annualized Interim (F2I6) contracts, including any augmentation provided from the Child Care Reserve, do not complete this Survey.

Actual data from July 1999 through January 2000 must be provided. Estimates of this information will not be accepted. Do not count any child or provider cost twice. Be sure that any child/provider cost is included in only one of the categories below, so that the agency's cost is not over-stated.

Estimated information for February 2000 through June 2000 must not be inflated. This will only harm the credibility of your agency, and cause problems if funds are not used. It will also make future requests by CDE for the Child Care Reserve proposed in FY 2000/2001 extremely difficult.

**A. Costs for Currently Enrolled Children in F2AP/G2AP ONLY.** Enter costs for these programs through the indicated dates. Include costs of children who were enrolled during this time period but who have left the program.

1. Cost of provider payments actually paid out through 1-31-00. \$\_\_\_\_\_ (Checks actually cut 7-1-99 through 1-31-00; do not include checks cut after this date.)
2. Estimated additional provider payments for care provided \$\_\_\_\_\_ 7-1-99 through 1-31-00. (Include any checks cut after 1-31-00 and provider payments expected to be made for this care.)
3. Estimated provider payments for currently enrolled children \$\_\_\_\_\_ for care from 2-1-00 through 6-30-00. (For children that "time out" include only the cost of care before they time out.)
4. Total provider payments for 1999-2000 (Add items 1 + 2 + 3) \$\_\_\_\_\_
5. Administration and support costs (cannot exceed item 4 x .25) \$\_\_\_\_\_
6. Total costs for currently enrolled children in F2AP/G2AP \$\_\_\_\_\_ (Add items 4 + 5)

**B. Costs for Currently Enrolled Children in the F2I6 contract ONLY.** Enter costs for this program through the indicated dates. Include costs of children who were enrolled during this time period but who have left the program.

1. Cost of provider payments actually paid out through 1-31-00. \$ \_\_\_\_\_  
(Checks actually cut 7-1-99 through 1-31-00; do not include checks cut after this date.)
2. Estimated additional provider payments for care provided \$ \_\_\_\_\_  
7-1-99 through 1-31-00. (Include any checks cut after 1-31-00 and provider payments expected to be made for this care.)
3. Estimated provider payments for currently enrolled children \$ \_\_\_\_\_  
for care from 2-1-00 through 6-30-00. (For children that "time out" include only the cost of care before they time out.)
4. Total provider payments for 1999-2000 (Add items 1 + 2 + 3) \$ \_\_\_\_\_
5. Administration and support costs (cannot exceed item 4 x .25) \$ \_\_\_\_\_
6. Total costs for currently enrolled children in F2I6 \$ \_\_\_\_\_  
(Add items 4 + 5)

**C. Estimated Cost of children who are Stage 2 eligible but held in Stage 1.** Assume that the cost of care for these children is paid from Stage 2 as of 2-1-00. This does not include children who will become eligible for Stage 2 after 1-31-00.

1. Enter the number of children who are Stage 2 eligible but \_\_\_\_\_  
have been held back in Stage 1 as of 1-31-00.
2. Enter the average cost per month of provider payments \$ \_\_\_\_\_  
in your Stage 2 program.
3. Multiply the number of children in item 1 by average \$ \_\_\_\_\_  
cost in item 2.
4. Multiply the cost in item 3 by 5 (for 5 months of cost) \$ \_\_\_\_\_
5. Multiply the cost of serving children waiting in item 4 \$ \_\_\_\_\_  
by 1.25 to factor in administration and support costs.



**Estimated cost for the remainder of the year of routine number of children who become eligible for Stage 2 each month.** This number must delete the children who leave the program (This is attrition, not children “timing out”) .

1. Enter the average number of routine transfers of Stage 1 children \_\_\_\_\_ who will become eligible for Stage 2 each month. Do **not** include children who were held in Stage 1 because of inadequate funding in Stage 2. Be sure to include an estimate of Stage 2 eligible children who enter your program but were not in Stage 1. **DO NOT OVER ESTIMATE.**
2. Enter the average number of children leaving Stage 2 and Interim \_\_\_\_\_ Stage 2 contracts each month. Do not include timing out children. This number reflects children who leave for all other reasons than timing out.
3. The net increase for each month (item 1 minus 2 above) \_\_\_\_\_
4. Cost of routine transfers for 5 months. Multiply the number \_\_\_\_\_ of children in item 3 above by 15 (for case-months).
5. Multiply the case-months in item 4 above by your agency’s \_\_\_\_\_ \$\_\_\_\_\_ average monthly cost calculated in item C. 2.

**Total Costs for Stage 2 (F2AP/G2AP and F2I6)**

1. Costs from A. 6 \$ \_\_\_\_\_
2. Costs from B. 6 \$ \_\_\_\_\_
3. Costs from C. 5 \$ \_\_\_\_\_
4. Costs from D. 5 \$ \_\_\_\_\_
5. Total of E.1 through E.4 above \$ \_\_\_\_\_

**Total Dollars available for Stage 2**

1. F2AP MRA (including start-up and augmentation) \$ \_\_\_\_\_
2. G2AP MRA (including start-up and augmentation) \$ \_\_\_\_\_
3. F2I6 annualized MRA \$ \_\_\_\_\_
4. Estimated parent fees for the year \$ \_\_\_\_\_
5. Total of F.1 through F. 4 above \$ \_\_\_\_\_
6. Approved start-up allowance which will be spent \$ \_\_\_\_\_
7. Subtract 6 from 5 above for Total Funds Available \$ \_\_\_\_\_

**Calculation of Shortfall**

1. Enter Total Costs from E. 5 \$ \_\_\_\_\_
2. Enter Total Dollars Available from F. 7 \$ \_\_\_\_\_
3. Subtract G. 2 from G. 1 above for Shortfall \$ \_\_\_\_\_

**H. Calculation of Excess Income**

1. Enter Total Dollars Available from F. 7 \$ \_\_\_\_\_
2. Enter Total Costs from E. 5 \$ \_\_\_\_\_
3. Subtract H. 2 from H. 1 above for Excess Income \$ \_\_\_\_\_

**Certification of Caseload Information**

I certify that the caseload and cost information provided reflects actual data for July through January and that the estimates provided for February through June are the most accurate and conservative we are able to make.

---

Signature of the Agency Director

---

Signature of a Representative from  
The County Welfare Department

---

Date

---

Date

(No request for additional funds will be considered unless the County Welfare Department has verified this information.)